

## Setting Up Student E-Mail on iPods

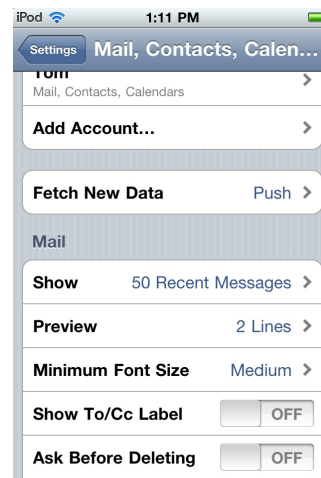
1. Tap on **Settings** app.



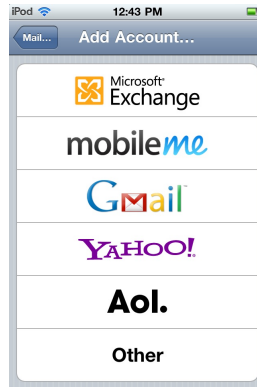
2. Tap on **Mail, Contact, Calendars.**



3. Tap on **Add Account.**



4. Tap **Exchange**



5. Fill in the following fields with this information:

**Email:** Their email address is created as: up to the first 4 character of their first name then up to the first 4 characters of their last name then the first 4 numbers of their student number @graniteschools.com

For example:

Johnathan Smith

1234567

[johnsmit1234@graniteschools.com](mailto:johnsmit1234@graniteschools.com)

Or

Joe Go

9876543

[joego9876@graniteschools.com](mailto:joego9876@graniteschools.com)

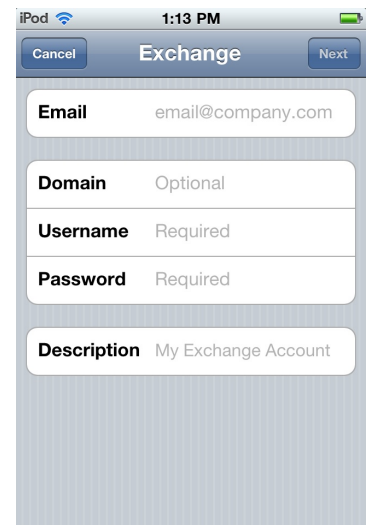
**Domain:** leave blank

**Username:** full email address again

**Password:** student password that is used to log on to the computers

**Description:** Student's name

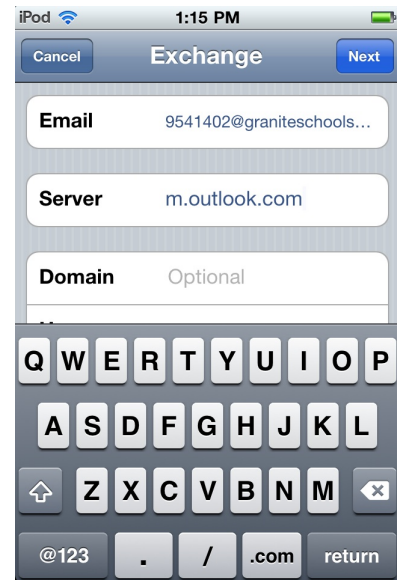
Tap **Next** in the upper right hand corner.



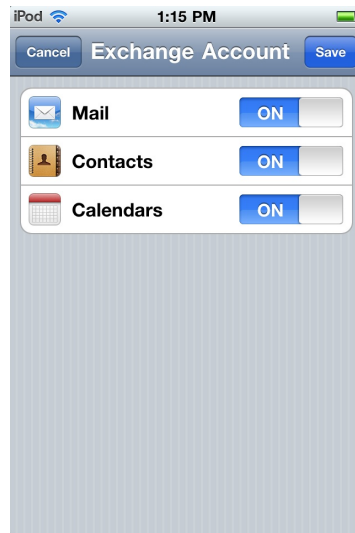
6. Fill in the Server space.

**Server:** m.outlook.com

Then tap **Next** (upper right corner)



7. Tap on **Save**



8. Final result will look something like this with your students' names.



9. When using an app to email a final product you must tap the **From** line, then tap **From** a second time this will open up the scroll bar. The scroll bar allows the student to select their email address. Just fill in the **To** line with the teacher's email address and tap send.

